



CITY OF CARROLLTON

DEVELOPER'S GUIDE

CITY OF CARROLLTON

PREFACE

The City of Carrollton's Developer's Guide has been carefully prepared and revised to provide information about City development procedures. The guide is a compilation of excerpts from various ordinances and codes that govern development within our City limits. We hope you will find this material helpful and welcome any suggestions you may have as to ways of improving its contents.

Please note that the various charges that are quoted in the manual are subject to change. Verification of current rates, fees, or charges is suggested. Also, please note that this guide is published only as a source of helpful information, and in no way supersedes actual regulations adopted by the City.

AN EQUAL OPPORTUNITY EMPLOYER

TABLE OF CONTENTS

Chapter 1	INTRODUCTION.....4 Development Staff Development Regulations
Chapter 2	ZONING AND LAND USE REGULATIONS.....8 Overview of Zoning Districts Rezoning Procedure Powers of Board of Development Appeals Variance Procedure Annexation Procedure
Chapter 3	SUBDIVISION.....18 Subdivision Review & Approval Procedure Roadway Construction Methods Street Light Installation
Chapter 4	PERMITS.....22 Overview of Permits Permit Review Requirements Issuing of Permits Posting of Permits Certificate of Appropriateness Required Residential / Commercial Inspections Explosives / Blasting Permit Floor Plan Example Site Plan Requirements Site Plan Review Fees Soil Erosion & Sedimentation Control Provisions and Fine Schedule Zoning Setback Chart
Chapter 5	UTILITIES AND SERVICE.....37 Tapping of Water and Sewer Water and Sewer Main Extensions Relocation of Utilities Sewer Use Water/ Sewer/Garbage Rates and Fees AND Tap Fees
Chapter 6	ALCOHOL SALES & LOCATION REQUIREMENTS.....40 Overview of Allowable Zoning Districts for Alcohol Sales Distance Requirements Off-Street & Handicapped Parking (Excerpt from Zoning Ordinance) Planned Unit Developments (Excerpt from Zoning Ordinance) Display of Street Numbers Requirements
	* Off-Street Parking Requirements.....41
	* Display of Street Numbers Required.....45
	* Soil Erosion Fine Schedule.....46

Chapter 1

INTRODUCTION

The purpose of this Developer's Guide is to provide a single document which highlights the City of Carrollton's development policies and procedures, such as rezoning of property, subdividing of land, obtaining a building permit, and construction of utilities. The information is also a synopsis of various ordinances and codes passed by the City Council to regulate future development within the City of Carrollton, Georgia.

The City of Carrollton (county seat of Carroll County) is a city of some 18,000 persons. The geographic area of Carrollton covers approximately 20 square miles. Basic municipal services offered are police and fire protection, recreation services and facilities, garbage collection, water and sewer, and several others.

Carrollton is governed by the Mayor and four Council members. The City Manager is appointed to direct day-to-day operations of all city services. The Mayor and Council meet the first and third Monday of each month at 7:30 p.m. in the Council Meeting Chambers, third floor, City Hall. Meetings are open to the public. The following section outlines the roles of the City departments involved in the development process.

CITY OF CARROLLTON DEVELOPMENT STAFF

Office/Department: **CITY MANAGER**
Location: Second Floor, City Hall, 315 Bradley Street
Telephone: 770-830-2000
Hours: 8:30 a.m. To 5:00 p.m., Monday - Friday
Contact person: **CASEY COLEMAN, CITY MANAGER**
Responsibilities: Administrative head of municipal government.
Responsible for directing all day-to-day activities of the various City departments.

Office/Department: **FINANCE OFFICER/CITY CLERK**
Location: Second Floor, City Hall, 315 Bradley Street
Telephone: 770-830-2000
Hours: 8:30 a.m. To 5:00 p.m., Monday - Friday
Contact Person: **JIM TRIPLETT, FINANCE OFFICER/CITY CLERK**
Responsibilities: Responsible for overall financial management of the City;
Oversees the payroll, accounts payable, and accounts receivable departments.

Office/Department: **ENGINEERING / PUBLIC UTILITIES ADMINISTRATOR**
Location: First floor, City Hall, 315 Bradley Street
Telephone: 770-830-2000
Hours: 8:30 a.m. to 5:00 p.m., Monday - Friday
Contact Person: **MARK TEAL, CITY ENGINEER**
Responsibilities: Responsible for the daily operation of the City's System/Signal Support, SPLOST Fund Manager, Street Construction/Improvements and Public Utilities Department; reviews all site/subdivision plans in terms of erosion control, storm water runoff, traffic flow, and water/sewer; inspection of roads scheduled to be dedicated to the City.

Office/Department: **COMMUNITY DEVELOPMENT DIRECTOR**
Location: First floor, City Hall, 315 Bradley Street
Telephone: 770-830-2000
Hours: 8:30 a.m. to 5:00 p.m., Monday - Friday
Contact Person: **TRACY DUNNAVANT, COMMUNITY DEVELOPMENT DIR.**
Responsibilities: Responsible for the City's Comprehensive Plan; serves as Secretary to Board of Development Appeals, Planning Commission and Historic Preservation Commission; reviews and regulates all site/subdivision plans; provides services in automated mapping and inventory; provides design support for all city services; responsible for City's computer operations; Supervises the Building Official, Code Enforcement program, **Occupational Tax Licensing (SEE SUSAN WARREN)** and **Main Street Department (SEE REBECCA FERGUSON)**.

Office/Department: **BUILDING OFFICIAL**
Location: First floor, City Hall, 315 Bradley Street
Telephone: 770-830-2000
Hours: 8:00 a.m. to 4:30 p.m., Monday - Friday
(In office from 8:00-9:00 a.m. and 1:00-2:00 p.m.)

Contact Person: **LARRY RADCLIFF, BUILDING OFFICIAL**
Responsibilities: Issues building, electrical, plumbing, heating/air and sign permits; schedules and conducts construction inspections; provides information on building, electrical, plumbing, heating/air codes and the Sign Ordinance; enforces the codes of the City of Carrollton.

Office/Department: **SYSTEMS UPKEEP**
Location: Kingsbridge Road
Telephone: 770-830-2023 (after hour emergencies, contact Police Department at 834-4451)
Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday
Contact Person: **MIKE GREEN, SYSTEMS UPKEEP SUPERINTENDENT**
Responsibilities: Installs utility lines; repairs leaks, back-ups, etc.; makes water and sewer taps; provides routine maintenance.

Office/Department: **STREETS & SANITATION**
Location: Kingsbridge Road
Telephone: 770-830-2016 (after hour emergencies, contact Police Department at 834-4451)
Hours: 8:00 a.m. - 5:00 p.m., Monday - Friday
Contact Person: **MIKE GREEN, STREET & SANITATION SUPERINTENDENT**
Responsibilities: Repair and maintenance of streets, curb/gutter, sidewalks, etc...; maintains public right-of-ways, drainage ditches, etc.; provides residential and commercial garbage collection (contact for dumpster, roll off rates.)

Office/Department: **WATER DEPARTMENT**
Location: First floor, City Hall, 315 Bradley Street
Telephone: 770-830-2000
Hours: 8:30 a.m. - 5:00 p.m., Monday - Friday
Contact Person: **LUCETTA WILLIAMSON OR LULA BAUGHTMAN**
Responsibilities: Provides service to customers in meter reading, billing for water/sewer & garbage, payments, deposits, water taps & fees, maintenance, etc...

CITY OF CARROLLTON DEVELOPMENT REGULATIONS

In planning your development, you should be knowledgeable of all applicable items in the following City ordinances:

- | | |
|--|---|
| * Zoning Ordinance | * Historic Preservation Ordinance |
| * Land Subdivision Regulations | * Mobile Home Ordinance |
| * Water and Sewer Use Ordinance | * Business & Occupation Licensing Ordinance |
| * Flood Damage Prevention Ordinance | * Alcoholic Beverage Ordinance |
| * Erosion and Sediment Control Ordinance | * Solid Waste Ordinance |
| * Sign Ordinance | |

The following Standard Codes (latest edition) are adopted in the City of Carrollton:

- Standard Building Code, *Appendices F*
- National Electrical Code
- Standard Gas Code, *Appendices A, B, C*
- Standard Mechanical Code, *Appendices A*
- Standard Plumbing Code, *Appendices C, E, F, J – Section 903 (903.1)*
- Council of American Building Officials One and Two Family Dwelling Codes – *Appendices A, B, C, G, K with the exception of Part VII, (Chapters 25 through 32) and Part VIII, (Chapters 33 through 43) of such code.*
- Council of American Building Officials Model Energy Code
- Standard Fire Prevention Code
- Standard Housing Code
- Standard Amusement Device Code
- Standard Existing Building Code
- Standard Swimming Pool Code
- Standard Unsafe Building Abatement Code

Copies of the adopted codes may be obtained by contacting:

Southern Standard Building Code Congress International
900 Montclair Road
Birmingham, Alabama 35213-1206
Phone: (205) 591-1853

Engineer's Bookstore
748 Marietta Street
Atlanta, Georgia 30318
Phone: (404) 221-1669 or 800-635-5919

Dekalb Bookstore, Inc.
448 North Indian Creek Drive
Clarkston, Georgia 30021
Phone: (404) 294-8635

Chapter 2

ZONING AND LAND USE REGULATIONS

Zoning is a means of ensuring that land uses in the City are properly related and situated. The zoning process helps to carry out the City's comprehensive plan and protects the character of districts and property values.

OVERVIEW OF CARROLLTON ZONING DISTRICTS:

Listed below are the zoning districts with a brief explanation of the types of uses permitted in each.

AF Agricultural-Forest District:

The Agricultural-Forest district includes existing undeveloped property, forest land, agricultural property, and low-density single-family residential uses on lots with a minimum size of one acre (43,560 square feet). The regulations for this district allow for the keeping of livestock and poultry and for specified commercial/agricultural activities in an environment which will be compatible with surrounding land uses. Other uses are permitted, as specified in the Zoning Ordinance.

ER Estate Residential District:

The ER residential district is intended for low density residential purposes where agricultural type conditional uses would be expected. The regulations for this district are designed to encourage one-family dwellings situated on lots having an area of three (3) acres or more with provisions for on-site sewage disposal and limited agricultural activities, and yard, setback, dwelling size and height requirements as specified in the Zoning Ordinance.

R-30 Single Family Residential District:

The R-30 residential district is intended for low density, single-family residential areas and vacant or open areas where single-family residential development appears likely to occur. The regulations for this district are designed to encourage low-density, one-family residential development with a minimum lot size of 32,670 square feet, and yard, setback, dwelling size and height requirements as specified in the Zoning Ordinance.

R-20 Single Family Residential District:

The R-20 residential district includes existing low density single-family residential areas and vacant or open areas where single-family residential development appears likely to occur. The regulations for this district are designed to encourage low density, one-family residential development with a minimum lot size of 20,000 square feet and yard, setback, dwelling size and height requirements as specified in the Zoning Ordinance.

R-15 Single Family Residential District:

The R-15 residential district includes low density single-family residential areas and vacant open areas where single-family residential development appears likely to occur. The regulations for this district are designed to encourage low density, one-family residential

development with a minimum lot size of 15,000 square feet, yard, setback, dwelling size, and height requirements as specified in the Zoning Ordinance.

R-12 Single Family Residential District:

The R-12 residential district includes existing low density single-family residential areas and vacant or open areas where single-family residential development appears likely to occur on smaller parcels. The regulations for this district are designed to encourage low-density, one-family residential development. This zoning allows for single-family residences with a minimum lot size of 12,000 square feet, and yard, setback, dwelling size, and height requirements as per the Zoning Ordinance.

R-10 Single Family Residential District:

The R-10 residential district includes low density single-family residential areas and vacant or open areas where single-family residential development appears likely to occur on smaller parcels. This zoning allows for single-family residences with a minimum lot size of 10,000 square feet, and yard, setback, dwelling size, and height requirements as specified in the Zoning Ordinance.

R-1 Low Density Residential Districts:

The R-1 Low Density Residential District includes areas of low density residential development. The regulations for this district are designed to take advantage of the greater economy and convenience afforded by more intensive development but still keep some of the open aspects of a detached dwelling unit district. The R-1 zoning allows any use permitted in the R-12 district as well as duplexes, town houses, and other types of two-family dwelling units, with lot size, yard, setback, dwelling size, and height requirements as specified in the Zoning Ordinance.

R-2 Medium Density Residential District:

The R-2 Medium Density Residential District includes areas of medium density residential development. The regulations for this district are designed to provide an area where individuals and families may establish homes in a medium density residential environment which satisfy their need for convenience and economy. R-2 zoning allows any use permitted in the R-1 district, multi-family dwelling units, with a maximum height of five floors, nursing/convalescent homes, board and rooming houses. Also permitted are, motels, dormitories, fraternal organizations and clubs, provided they meet certain Ordinance requirements.

R-3 High Density Residential District:

The R-3 High Density Residential District includes areas where higher density residential development appears likely to occur. The regulations for this district are designed to provide areas for apartment complexes and other high density residential development. The R-3 zoning allows any use permitted in the R-2 district, and high rise apartments that meet specific Ordinance requirements.

R-4 Mobile Home Residential District:

The R-4 Mobile Home Residential District includes areas where mobile home parks and mobile home subdivisions are appropriate. The R-4 zoning allows any use permitted in any other residential district and mobile and modular homes, provided they are located in an approved mobile home park or mobile home subdivision.

R-5 Specified Commercial, Office, Neighborhood District:

The R-5 Specified Commercial, Office, Neighborhood District includes specified commercial, office, and low density residential uses. These areas provide for permitted, but limited, commercial activities, related services to business and professional offices, and provide for the protection of adjacent residential areas by maintaining compatible architectural styles. R-5 zoning allows any use permitted in the R-10 District, as well as book stores, stationery, card and gift shops, jewelry shops, camera shops, churches, public and private educational institutions, etc...

OI Office-Institutional District:

The OI Office-Institutional District is established to provide a location for educational and other types of institutions, offices and related retail and service facilities. The OI district allows any use permitted in the R-10 district, as well as banks, churches, barber & beauty shops, interior decorating, parking lots, garages, etc...

HS Hospital Service District:

The HS Hospital Service District is established to provide a location for a hospital and related facilities that serve the hospital or benefit from a location in close proximity to it. The HS District allows hospitals, medical and dental clinics, drug stores, restaurants, florists, and other retail and service facilities that primarily cater to employees, visitors, and patients of the hospital located within the district.

C1 Central Business District:

The C1 Central Business District is intended for those commercial uses which require a central location and provide goods and services that are used by the entire community and surrounding area. The C1 district allows any use permitted in the OI, HS, R-5, C-2 and residential land-uses as specified under Central City Residential. Retail businesses, banks, offices, restaurants, hotels/motels, gasoline stations, theaters, lodges, and several other similar businesses are allowable uses.

C-2 Neighborhood and Highway Service Business District:

The C2 Neighborhood and Highway Service Business District is established to provide locations for retail trade establishments which furnish convenience goods for surrounding residential areas and for business activities which primarily cater to the traveling public. The C-2 zoning allows any use permitted in the C-1 district and sales/service facilities for new and used automobiles, trucks, mobile homes, boats, restaurants, mini-warehouses, etc...

M-1 Light Industry District:

The M-1 Light Industry District is established to provide a location for those industrial operations which demonstrate characteristics that are not normally objectionable. The M-1 zoning allows any use permitted in the C-2 district, transportation terminals, veterinary offices, hospitals, laboratories, garages, body shops, bakeries, etc...

M-2 Heavy Industry District:

The M-2 Heavy Industry District is established to provide locations for those industrial operations and facilities which are not nuisances and are not injurious to the health, safety, and general welfare of the public. The M-2 zoning allows any use permitted in the M-1

district, meat processing, asphalt plants, saw mills, and other uses as specified in the Zoning Ordinance.

FH Flood Hazard District:

The FH Flood Hazard District includes land that is subject to periodic flooding. The district is an overlay to other zoning districts, imposing additional restrictions to those established by the underlying zoning classification. The regulations for this district are designed to prevent flood damage to persons and property, preserve drainage courses that will be adequate to carry storm water run-off from existing and future land development, permit uses that are appropriate on flood plains in order to effectively use this land, and prohibit land uses that obstruct the flow of flood water. The FH district allows for agriculture, fences, outdoor advertising signs, parking lots, and other uses as specified in the Zoning Ordinance.

REZONING OR ZONING CHANGE

To change the zoning district classification of property within the City of Carrollton, application must be made to request a rezoning or zoning change. Applications are available in the Community Development Director's office and should be filed in that office as well.

All requests for rezoning must be reviewed by the Planning Commission with a recommendation going to the Mayor and City Council. If your application receives a negative recommendation by the Planning Commission, you may still continue the process and be heard by the Mayor and Council. If the rezoning request is denied by the Mayor and Council, a one year waiting period is in effect for the parcel for the same rezoning request.

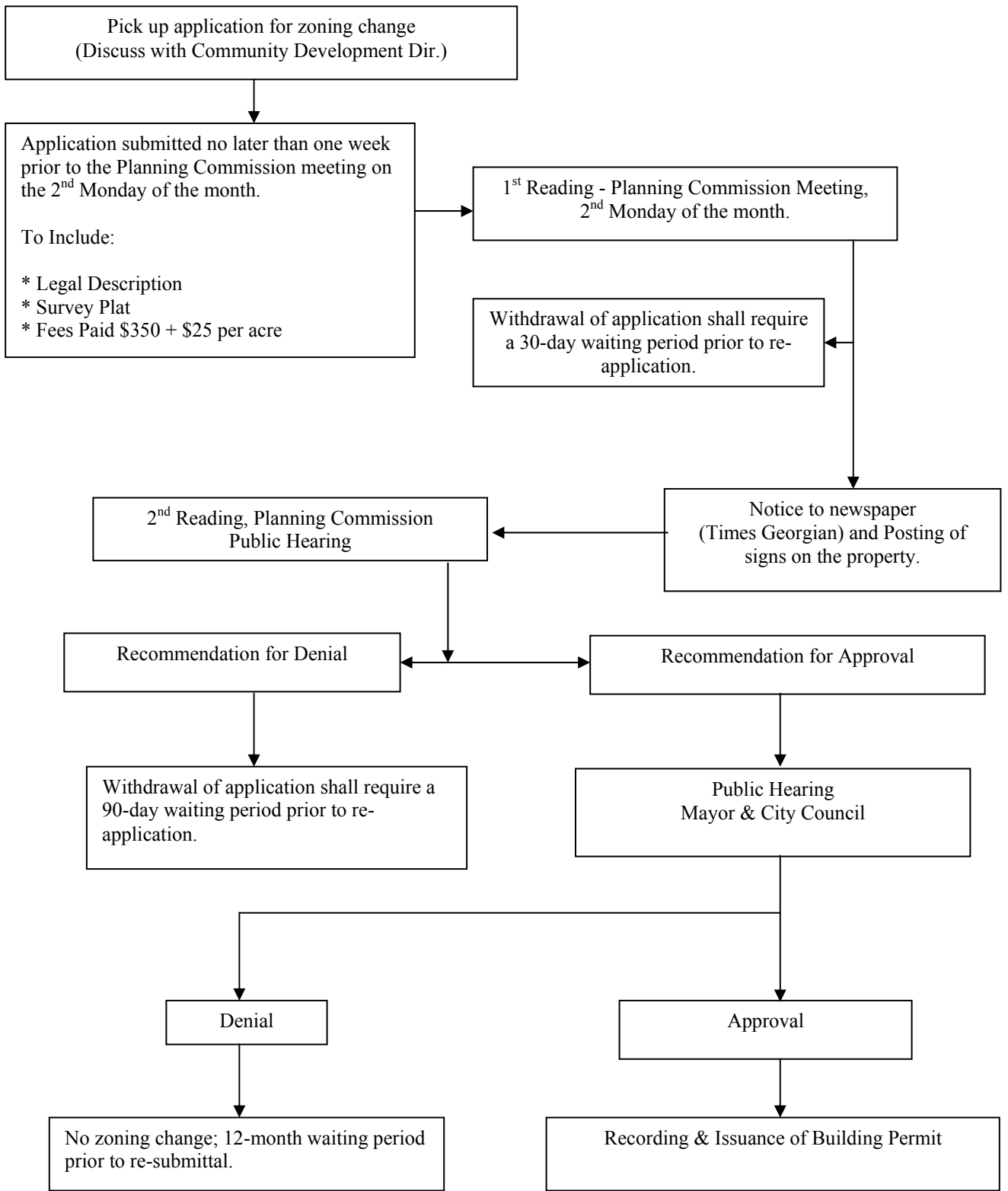
All zoning changes are by ordinance and constitute an amendment to the original zoning code.

All such actions are completed at public hearings with the Planning Commission and the Mayor and City Council. Legal notices are published and signs are posted as required by Georgia Law.

Figure 2.1 summarizes the process for zoning changes. For more detailed information consult with the City Community Development Director.

Figure 2.1

CITY OF CARROLLTON PROCEDURES FOR ZONING CHANGE



ZONING VARIANCE:

A variance is a variation of the strict compliance to the provisions of the zoning code.

Variances are heard by the Board of Development Appeals, which is a five-member board appointed by the Mayor and City Council to hear and rule on variance requests. This board has no power to change the code or its explicit requirements. The function of the board is to lessen such requirements on an individual basis when sufficient physical hardship exists without jeopardizing the general welfare of others.

POWERS OF THE BOARD OF DEVELOPMENT APPEALS

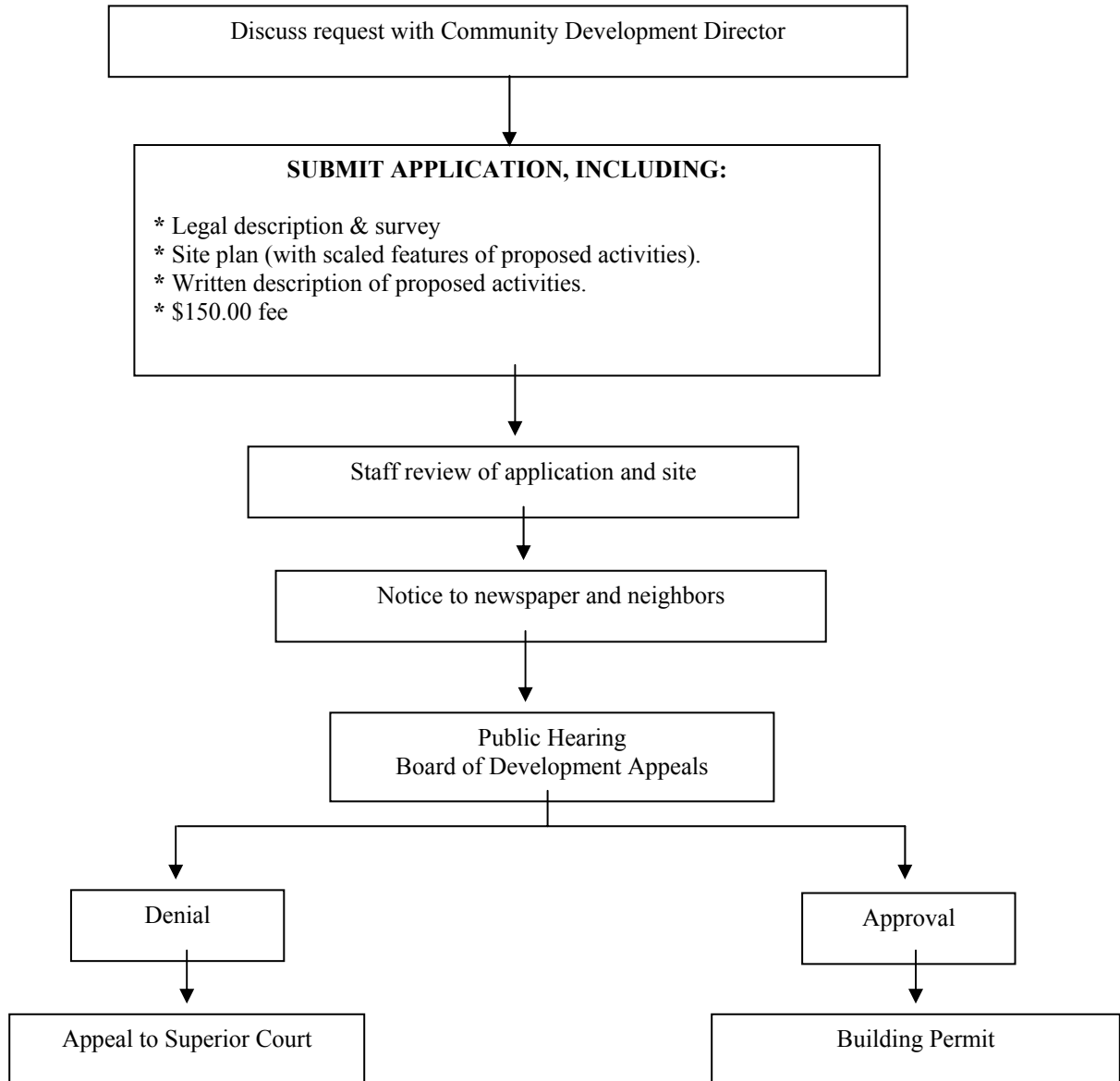
The Board of Development Appeals shall have the following powers:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the City in the enforcement of these Ordinances or Codes.
2. To hear and decide special exceptions to the terms of these Ordinances upon which the Board is required to pass.
3. To authorize upon appeal in specific cases such variance from the terms of this subdivision regulation as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Ordinances, will, in an individual case, result in unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured and substantial justice done. **Such variance may be granted in such individual case of unnecessary hardship upon finding by the Board of Development Appeals that condition “e” and one additional condition is applicable:**
 - a. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography;
 - b. The application of the subdivision regulation to this particular piece of property would create an unnecessary hardship;
 - c. Such conditions are peculiar to the particular piece of property involved;
 - d. Such conditions are not a result of any action of the property owner;
 - e. Relief, if granted, would not cause substantial detriment to the public good or impair the purposes and intent of this regulation.
4. In exercising the above powers, the Board of Development Appeals may, in conformity with the provisions of the ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination as the Board deems proper, and to that end shall have all the powers of the Officer from whom the appeal is taken.

Figure 2.2 depicts the necessary steps involved in the processing of variance requests. For more information consult with the City Community Development Director.

FIGURE 2.2

**VARIANCE REQUESTS TO
THE BOARD OF DEVELOPMENT APPEALS**



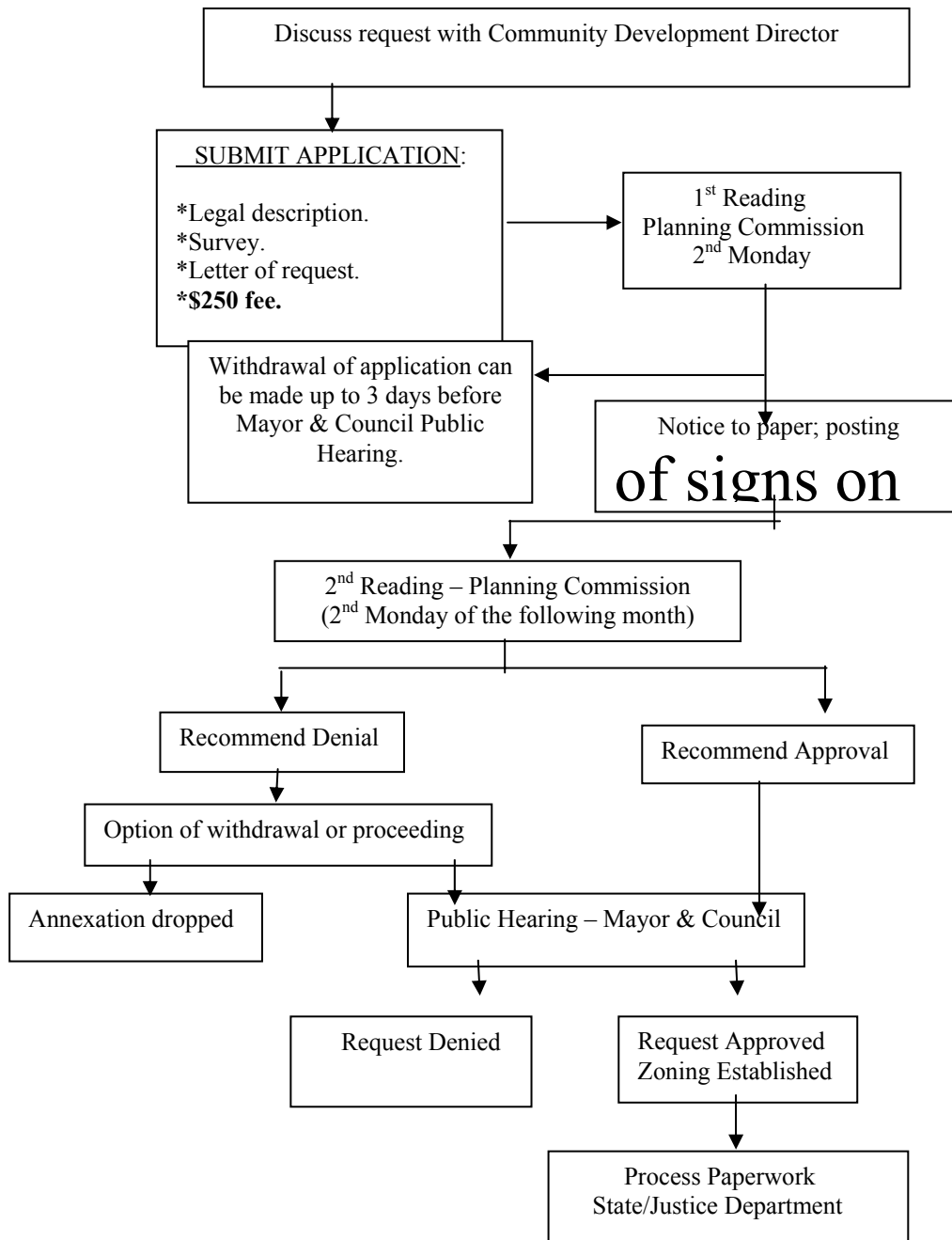
ANNEXATION

Annexation provides a method to assure the orderly provision of urban services to densely populated or developed areas located on the fringe of a municipality. Annexation law and procedures are established by the General Assembly and must be followed by the local governing agency. Prior to submitting an application, the petitioner should meet with the Community Development Director to determine the procedures and method applicable to his/her annexation bid. A fee in the amount of \$250 will be charged for each annexation.

All applications must be reviewed by the Planning Commission and forwarded to the Mayor and Council with the Commission's recommendation. The Mayor and Council make the final decision as to whether the annexation will occur. If the annexation is granted, the land will become a part of the Carrollton City limits, and proper organizations will be notified of the boundary change.

Figure 2.3 summarized the process for annexation under the 100% method.

Figure 2.3
ANNEXATION REQUEST



Chapter 3

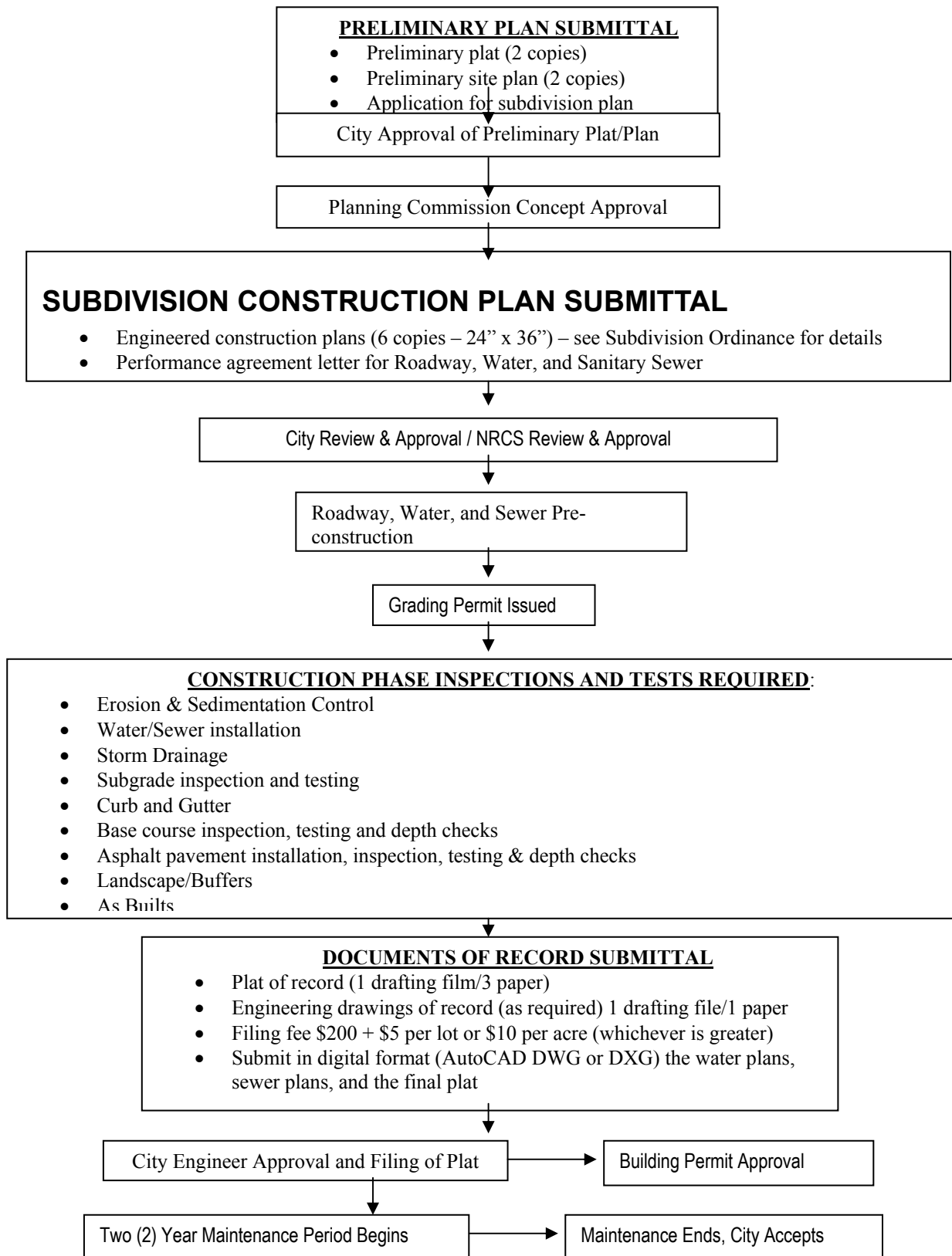
SUBDIVISIONS

The Mayor and Council of the City of Carrollton have established land subdivision regulations for the following purposes:

- (1) To encourage the development of an economically sound and stable City;
- (2) To assure the provision of required streets, utilities, fire protection, and other facilities and services in the new land developments;
- (3) To assure, in general, the wise development of new areas in harmony with the development plans of the City of Carrollton.

Figure 3.1 summarizes the necessary steps involved in the subdivision process. For more detailed information, refer to the Land Subdivision Regulation and consult with the Community Development Director.

Figure 3.1
SUBDIVISION REVIEW AND APPROVAL PROCEDURE



ROADWAY CONSTRUCTION METHODS

Roadway Excavation, Subgrade, Graded Aggregate Base, and Asphaltic Concrete materials and construction methods shall comply with the Georgia Department of Transportation Standard Specifications Construction of Roads and Bridges.

Embankment shall be compacted to at least 95% of the maximum laboratory dry density to within 1 foot of the top of the embankment. The top 12 inches of the embankment (subgrade) shall be compacted to at least 100% of the maximum laboratory dry density, Graded Aggregate Base shall be compacted to at least 100 percent of the theoretical density of the approved job mix.

The compacted thickness of the Graded Aggregate Base shall not be more than ½" less than the required thickness at any point and the compacted thickness of the Asphaltic Concrete shall not be more than ¼" less than the required thickness at any point.

A qualified independent testing agency approved by the City Engineer shall be employed by the Developer to perform the following compaction tests and depth checks for the corresponding construction activity and shall submit all pertinent documentation (such as test results, job mix formulas, etc...) to the City Engineer for approval.

Roadway Embankment - 1 compaction test per 20,000 cu yds of material.

Subgrade - 1 test per 4000 sq yds.

Graded Aggregate Base - 1 test per 4000 sq yds (each layer) and 1 depth check per 4000 sq yds.

Asphalt Concrete - 1 test per 4000 sq yds (each layer) and 1 depth check per 4000 sq yds (all layers).

An inspection report shall be completed by the City Engineer after each phase of roadway construction and prior to any subsequent construction. The Subgrade and Graded Aggregate Base construction shall be inspected by the City Engineer while being proof rolled.

Type E or F Topping shall be installed when at least 50% of all buildable lots in subdivisions have been completed or 1 year after the property has been platted, whichever comes first. The maintenance period for roadways installed shall be 2 years after the property has been platted, assuming acceptance by the City, regardless of when the topping was installed.

STREET LIGHT INSTALLATION

Locations for street lights are determined by personnel of the Engineering Department working with personnel of the various power companies. The American Standard Practice for Roadway Lighting, as sponsored by the Illuminating Engineering Society and approved by the American Standards Association, along with recognized engineering practices are used as guidelines for the placement of street lights.

Generally, street lights are installed along public streets, at major intersections, and at defined hazardous locations. Attempts are made to light street sections in accordance with the following guidelines.

ROADWAY WIDTH (lanes)	AVERAGE SPACING BETWEEN FIXTURES (ft)		
	RESIDENTIAL	COMMERCIAL	INDUSTRIAL
2	250 – 400	250 – 350	250 – 350
3		200 – 300	200 – 300
4 OR MORE		200 – 300	200 - 300

All street lights shall meet the following specifications:

- The fixture must be installed on a pole that is accepted for maintenance by the appropriate power company.
- The location and number of required street lights shall be determined by the Engineering Department of the City of Carrollton.

Decorative type fixtures may be installed, however, the developer and/or homeowners association shall be responsible for the cost of said fixtures.

In all cases, the design will utilize existing poles as much as possible. In residential areas, poles are normally placed at every other property line, and lights will generally be placed on every other pole. The spacing between lights will typically vary between 250 feet and 400 feet, depending upon terrain, existing poles, lot size, type of locality, street condition, etc... Every effort shall be made to achieve consistent spacing of lights in each particular area. Lights will not be installed within 200 feet of any existing light.

The intent of this policy statement is to accomplish the following:

1. To ensure that all public streets are illuminated to a level that provides a reasonably safe and secure operating environment for pedestrian and vehicular traffic within the public right-of-way.
2. To establish guidelines for the installation of street lights along public streets.
3. To provide a basis for evaluating public requests for street lighting.

It is not the objective of this program to illuminate private property or provide security lighting for private property. Any lighting of private property that results from the public street lighting program is purely circumstantial.

The City of Carrollton does not budget or fund the installation of utility poles or any types of decorative poles for street lighting. It is solely the developer's responsibility to coordinate said installations with the appropriate power company.

Chapter 4

PERMITS

OVERVIEW OF PERMITS:

All work related to adopted codes requires the prior permitting and/or authorization of the Building Official. Permits issued by the Building Official are as follows:

1. Building Permit: includes new construction, alterations, additions, demolitions, structure relocations, (pre-fabbed or otherwise), swimming pools, antennas, and fences.
2. Plumbing Permit.
3. Electrical Permit.
4. Heating/Air Conditioning Permit.
5. Sign Permit.

All clearing, grading, dredging, excavating, transporting, and filling operations, except single-family residential, require a Land Disturbing Activity Permit (\$100 flat fee) issued by the Community Development Director. Plans must receive stamped approval from the West Georgia Soil Conservation Service and all required buffer zones must be clearly delineated prior to a land-disturbing permit being issued. All storm sewer and/or related items shall be installed and draining properly with appropriate erosion control devices installed prior to a building permit being issued. A schedule of fines related to erosion control violations has been included for your review in the back of this document. Maintenance of erosion control measures is carefully monitored by the Building Department Staff.

All development within a floodplain requires a Floodplain Development Permit issued by the Community Development Director. In addition, a flood elevation certificate must be completed by the project's certified engineer.

PERMIT REVIEW REQUIREMENTS

Single-Family Residential (detached): Two (2) copies of a floor plan and a site plan must be submitted and reviewed by the Building Official & Planning & Development Adm. prior to issuing of permits. The requirements for this submittal are shown in Figures 4.1 and 4.1A. In most cases, this review process is completed within three working days.

Multi-Family, Commercial, and Industrial: Five (5) copies of a site plan (see figure 4.2) must be submitted and reviewed by the City Community Development Director and the City Engineer. When required by the Building Official, two or more copies of specifications and drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the technical codes. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.

Additional Data. The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the Building Official to be prepared by an architect or engineer shall be affixed with their Official seal.

Design Professional. The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

1. All Group A, E and I occupancies.
2. Buildings and structures three stories or more high.
3. Buildings and structures 5000 sq ft (465 m²) or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

EXCEPTION: Group R3 buildings, regardless of size, shall require neither a registered architect or engineer, nor a certification.

Structural And Fire Resistance Integrity. Plans for all buildings shall indicate how required structural and fire resistance integrity will be maintained where a penetration of a required fire resistant wall, floor, or partition will be made for electrical, gas, mechanical, plumbing, and communication conduits, pipes and systems. Also indicate in sufficient detail how the fire integrity will be maintained where required fire resistant floors intersect the exterior walls.

EXAMINATION OF DOCUMENTS

Plan Review. The Building Official shall examine or cause to be examined each applicant for a permit and the accompanying documents, consisting of drawings, specifications, computations and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the technical codes and all other pertinent laws or ordinances.

Signs (permanent and temporary): For permanent signs, a drawing of the sign showing its size, shape, contents, and location must be submitted and reviewed by the Building Official prior to the issuing of permits. Banners, streamers, flags, mobile signs, etc. require a temporary sign permit and may be displayed for a maximum of 60 days in any one year period. The 60 days may be broken up into increments over the one year period.

ISSUING OF PERMITS

Upon review and approval of required plans, permits may be issued to persons with a current occupational tax certificate and to homeowners serving as their own contractor.

POSTING OF PERMITS

Work requiring a permit shall not commence until the permit holder or his agency posts the permit card in a conspicuous place on the front of the premises. The permit shall be protected from the weather and maintained in good condition until the final inspection and a Certificate of Occupancy is issued by the Building Official. **NO BUILDING OR ADDITION IS TO BE OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY.**

CERTIFICATE OF APPROPRIATENESS

For property located in the Historic District, a Certificate of Appropriateness is required prior to the issuance of a building permit. The property owner must submit an application to the Community Development Director requesting a hearing on the appropriateness of his/her proposed project. For minor changes, a written description of the proposed changes will be sufficient. For major changes and new construction, drawings, plans, and/or photographs may be required. Upon submission, adjacent property owners are notified of the request, and the application is then forwarded to the Historic Preservation Commission for consideration. If approved, a building permit will be issued once the permitting process has been completed. If the Certificate of Appropriateness is not granted, the Commission will state the reason for the denial and encourage the applicant to make suggested modifications prior to re-submittal.

REQUIRED RESIDENTIAL INSPECTIONS

The Building Inspector, upon notification from the permit holder or his agent, shall make the following inspections and such other inspections as may be necessary, and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent of any violations.

1. **Footing and Foundation Inspection:** To be made after the trenches are excavated and grade stakes, bulkheads, etc. are installed, including slabs. (Prior to pouring concrete).
2. **Slab Inspection:** (A) Plumbing and electrical in slab to be inspected prior to covering. (B) Polyethylene to be in place with wire, gravel, etc. (To be inspected prior to pouring slab.)
3. **Foundation Wall / Crawl Space Ventilation / Anchor Bolt Inspection:** To be made after the anchor bolts are in place and before framing has started.
4. **Framing Inspection:** When structure is dried-in and before electric, plumbing, and heat & air rough-in is started.
5. **Rough Inspection:** When all mechanicals are roughed-in and insulation is installed in all exterior walls. Pre-fabricated fire place units to be in place.
6. **Fireplace Inspection:** ***Masonry Fireplaces*** - All masonry fireplaces are to be inspected prior to the hearth being built and as the chimney construction progresses above the firebox (during the actual construction). ***Pre-Fabricated Fireplaces:*** Are to be in place at the time of the rough-in inspection.
7. **Sewer Line & Connection to Sewer Inspection:** To be made when work on the sewer line and connection to the city sewer has been completed, but prior to the ditch being filled.
8. **Temporary Power Inspection:** Made to establish temporary power to the structure for 30 days; this inspection must be made prior to a final inspection. **NOTE:** All fines and or fees associated with the project site must be paid before the utility company can be contacted for authorization of approval of a temporary power inspection.
9. **Final Inspection:** To be made when the building is ready for occupancy. A Certificate of Occupancy will be issued at this time. **No building or addition is to be occupied without a Certificate of Occupancy.**
10. **Swimming Pool Inspection:** An electrical inspection is to be made on the grounding system prior to pouring concrete. A final inspection will also be required when all work is completed and prior to use.

FINES & FEES

All fines, fees, and/or water accounts must be paid in full *before* the utility company can be contacted for authorization of approval of a temporary power inspection.

Re-Inspection Fees: If the Notice of Inspection card indicates that a re-inspection fee is applicable, the required fee of \$25.00 must be paid for each fee issued at the Codes Enforcement office ***before the temporary power approval will be called to the appropriate power company and before a Certificate of Occupancy may be obtained.***

Certificate of Occupancy: A fee of \$10.00 will be charged for each Certificate of Occupancy.

Soil Erosion Fines / Stop Work Orders: Any soil erosion fine and/or stop work order fine must be paid in full before any work on the job may proceed and before any further inspections are conducted at the development site.

Note: Work shall not be done on any part of a building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the Building Inspector. Such written approval shall be given only after an inspection has been made of each successive step in the construction as indicated by each of the foregoing inspections.

REQUIRED COMMERCIAL INSPECTIONS

INSPECTIONS PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR COMPLETION OF THE JOB.

The Building Official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical, or plumbing system upon completion, prior to the issuance of the Certificate of Occupancy or Completion.

REQUIRED INSPECTIONS. The Building Official upon notification from the permit holder or his agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the technical code:

BUILDING

1. Foundation Inspection: To be made after trenches are excavated and forms erected.
2. Frame Inspection: To be made after the roof, all framing, fireblocking and bracing are in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete.
3. Final Inspection: To be made after the building is completed and ready for occupancy.

ELECTRICAL

1. Underground Inspection: To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.
2. Rough-In Inspection: To be made after the roof, framing, fireblocking and bracing is in place and prior to the installation of wall or ceiling membranes.
3. Final Inspection: To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

PLUMBING

1. Underground Inspection: To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
2. Rough-In Inspection: To be made after the roof, framing, fireblocking and bracing is in place and all soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes.
3. Final Inspection: To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

Note: See Section 311 of the Standard Plumbing Code for required tests.

REQUIRED COMMERCIAL INSPECTIONS (Continued)

MECHANICAL

1. Underground Inspection: To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.
2. Rough-In Inspection: To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
3. Final Inspection: To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

GAS

1. Rough Piping Inspection: To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
2. Final Piping Inspection: To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.
3. Final Inspection: To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to insure compliance with all the requirements of this Code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

WRITTEN RELEASE. Work shall not be done on any part of a building, structure, electrical, gas, mechanical, or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the Building Official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing three inspections.

REINFORCING STEEL, STRUCTURAL FRAMES, INSULATION, PLUMBING, MECHANICAL, OR ELECTRICAL SYSTEMS. Reinforcing steel, structure frame, insulation, plumbing, work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the Building Official.

PLASTER FIRE PROTECTION. In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the Building Officials after all lathing and backing is in place. Plaster shall not be applied until the release from the Building Official has been received.

INSERT EXPLOSIVES / BLASTING
PERMIT FROM FIRE DEPARTMENT
HERE

PAGE 1 OF 2

INSERT RULES AND REGS FOR
BLASTING AND USE OF
EXPLOSIVES HERE

PAGE 2 OF 2

INSERT FIGURE 4.1

FLOOR PLAN EXAMPLE HERE

PAGE 1 OF 1

Figure 4.1a

SITE PLAN REQUIREMENTS * SINGLE-FAMILY RESIDENTIAL

1. Title, scale, north arrow, and date.
2. Land lot, district, parcel, lot number, and street address.
3. Name and address of owner of record.
4. Lot lines drawn to scale.
5. Area of lot (acre or square footage)
6. Zoning of property and adjoining tract (if different)
7. Minimum building setback lines as per the zoning ordinance.
8. Adjoining rights-of-way and easements with purpose.
9. Location of any existing building with existing setbacks.
10. Location of any proposed building or addition with proposed setbacks.
11. Location of proposed water/sewer lines and tie-in points.
12. Location and dimensions of driveway.
13. Location of 100-year flood plain line with proposed finished floor elevation, if required, (to be prepared by a licensed surveyor or engineer).
14. Erosion control plan, if required.
15. Pitch and direction of all slopes and drainage.

All drainage ditches/and or areas with significant amounts of storm water runoff must be piped through reinforced concrete pipe or bituminous coated corrugated metal pipe prior to construction being completed. The size and extent of said structures shall be determined by the Developer and approved by the City Engineer. If storm water runoff enhancements are desired more than five years after construction has been completed, the City of Carrollton will install the needed structures in accordance with applicable City policy at the time.

Unless lot is in the flood plain, the site plan need not be prepared by a surveyor or engineer. The use of an existing plat is certainly appropriate.

- ◆ If you need any clarification, please call Dana McCauley, *Project Engineer*, Tracy Dunnavant, *Community Development Director* or Larry Radcliff, *Building Official* at (770) 830-2000.

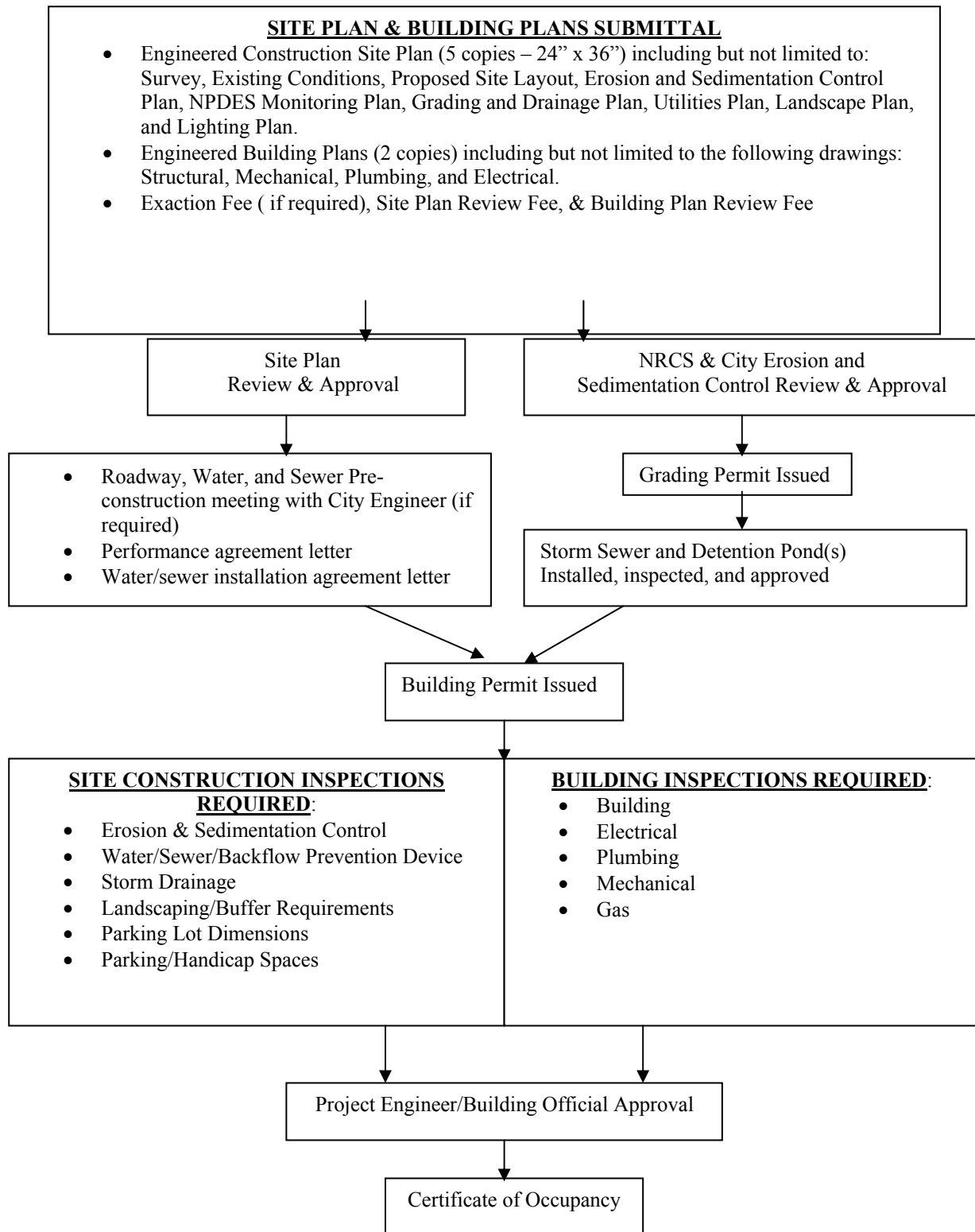
Figure 4.2

SITE PLAN REQUIREMENTS (Excluding Single-Family Residential)

1. Title, scale, north arrow, and date.
2. Land lot, district, parcel, lot number, street address.
3. Name and address of owner of record.
4. Lot lines drawn to scale.
5. Area of lot (acre or square footage).
6. Zoning of property and adjoining tract (if different).
7. Minimum building setback lines as per the zoning ordinance.
8. Adjoining rights-of-way and easements with purpose.
9. Location, square footage, and use of any existing building with setbacks.
10. Location, square footage, and use of any proposed building or addition with proposed setbacks.
11. Water plan including line location, sizing, and tie-in to existing city distribution.
12. Sanitary sewer plan including line location, sizing, elevations and details of key system elements, and tie-in to city sewer. Profiles may be required to demonstrate freedom of conflict between sanitary and storm sewers.
13. Storm drainage plan including watershed area in acres, pipe sizing calculations based on 25-year storm event including headwater and tailwater elevations using 100-year storm event to insure no flooding occurs, line locations, headwalls at all inlet and outlet ends, details and elevations of key system elements, and outfalls to existing drainage. Where post-development run-off is greater than 1 cfs above pre-development run-off, a hydrology study with a storm water detention design is required.
14. Grading plan including existing and finished grades.
15. Location of 100-year flood plain line with proposed finished floor elevations, if required. (To be prepared by a licensed engineer or surveyor)
16. Erosion control plan.
17. Location, dimensions, and pavement sections of all on-site parking and driveway facilities indicating direction of flow and intersections with public rights-of-way.
18. Location of a 10'x 20'x 6" concrete dumpster pad, if required. Please note, all sanitation services are required to be provided by the City of Carrollton.
19. Parkway Overlay Zone Requirements, if applicable.
20. Plans are to be no larger than 24" x 36".
21. Large developments, as determined by the City Engineer, shall also be required to submit in digital format (AutoCAD DWG or DXG) the water plans, sewer plans, and the final plat.

Figure 4.3

**DEVELOPMENT REVIEW AND APPROVAL PROCEDURE
(EXCLUDING SINGLE FAMILY RESIDENTIAL)**



THIS IS ACTUALLY PAGE 34-A

**EFFECTIVE SEPTEMBER 1, 1998
COMMERCIAL & INDUSTRIAL SITE PLAN REVIEW FEES
SHALL BE AS FOLLOWS:**

SMALL COMMERCIAL – UP TO 5,000 SQ. FT.	\$250.00
LARGE COMMERCIAL – OVER 5,000 SQ. FT.	\$350.00
INDUSTRIAL – UP TO 10,000 SQ. FT.	\$250.00
INDUSTRIAL & COMMERCIAL – OVER 10,000 SQ. FT.	\$350.00

NOTE: THE SITE PLAN MUST BE PREPARED BY A LICENSED SURVEYOR OR ENGINEER. PLANS ARE ALSO REQUIRED FOR ANY PROJECT (except Single-Family Residential) AND FOR ANY LAND DISTURBING ACTIVITIES.

If you need any clarification, please call Tracy Dunnavant, Community Development Director, or Mark Teal, City Engineer/PUA, at (770) 830-2000.

**EFFECTIVE JULY 1, 2003
CONSTRUCTION PLAN REVIEW FEES**

RESIDENTIAL	NO PLAN REVIEW FEE
SMALL COMMERCIAL - UP TO 5,000 SQ. FT.	\$50
LARGE COMMERCIAL - OVER 5,000 SQ. FT.	\$100
INDUSTRIAL - UP TO 10,000 SQ. FT.	\$100
INDUSTRIAL – OVER 10,000 SQ. FT.	\$150

THIS IS ACTUALLY PAGE 343-B

EROSION and SEDIMENTATION CONTROL SPECIAL PROVISIONS

1. A Geotextile Underliner shall be installed beneath the stone for all construction exits.

- Use 1.5" – 3.5" stone with a minimum pad thickness of 6 inches.
- Construction Exit Dimensions: Residential = 12' x 20'
Commercial = 20' x 50'

The Construction exit shall be maintained in a condition that will prevent tracking or flow of mud onto public rights-of-way. **All vehicles shall be washed free from mud in order to prevent the tracking of mud onto public rights-of-way via equipment provided by the developer/owner. Signs shall be posted adjacent to the construction exit stating "Wash mud from vehicle before entering public right-of-way".**

2. Silt Fence Requirements: All construction projects within the City of Carrollton shall install Type "C" wire-reinforced silt fence with steel posts at all locations where silt fence is required. Any other type of silt fence shall be deemed unacceptable. Silt fence shall be inspected by the developer at the end of each working day and repaired or cleaned as necessary or as instructed by the City. Remove sediment from barrier when 2/3 full. Dispose of the sediment so that it will not enter the barrier again and stabilize it with vegetation. Replace filter fabric when deteriorated. Maintain silt fence until the project is vegetated or otherwise stabilized. Remove barriers and accumulated sediment and stabilize the exposed area when the project is stabilized.

FENCING OF DETENTION PONDS

All detention facilities over four (4) feet in depth, as measured from the bottom of the pond to the top of the bank, or with a bank slope greater than 1.5 to 1 shall be enclosed with a minimum four (4) foot high chain-link fence, with a ten (10) foot wide access gate. This fencing shall be designed, installed, and maintained to allow the free flow of runoff and sediment into the facility. Fencing may be waived by the City Engineer / Public Utilities Administrator in areas zoned other than residential where the pond is more than 500 feet from a residential district or single or multi-family residence. The City Engineer/Public Utilities Administrator may also require fencing in areas, otherwise not warranting, but where the general welfare of the public is better served by fencing such facilities.

PLANTED BUFFERS

To provide transition between incompatible land used and to protect the integrity of less-intensive uses from more intensive uses, screening and buffering will periodically be required as specified in the Zoning Ordinance. Trees shall be spaced so as to provide for effective visual screening within three (3) growing seasons. All trees planted shall be a species, which will achieve a height of at least twenty (20) feet at maturity. Maintenance of the trees used in the planted buffer shall be the responsibility of the developer for a twenty-four (24) month period, following the final inspection.

INSERT ZONING

SETBACK

PAGE

HERE

(PAGE 36)

PAGE 1 OF 1

Chapter 5

UTILITIES AND SERVICES

This chapter gives information concerning planning and development of water, wastewater, gas, and other utilities, as part of land development within the City of Carrollton. Information relating to water and sewer can be obtained from the City Engineer. Information relating to other utilities can be obtained from the respective utility companies listed below:

Georgia Power – 770-832-2471
Carroll EMC – 770-832-3552

Bell South – 770-832-1392
Ga. Natural Gas – 1- 800-427-5463

TAPPING OF WATER AND SEWER

All long side services shall be encased with 2" PVC pipe. All connections to water and sewer mains will be performed by or under the supervision of a City representative. Please be aware that the City of Carrollton requires that when you abandon your septic tank to connect to the sanitary sewer system, the abandoned tank must have all sewage removed therefrom and be completely filled with earth, sand, gravel, concrete or other approved material.

FINANCIAL RESPONSIBILITY FOR BACKFLOW PREVENTION

The Administrative Policy of the City of Carrollton concerning financial responsibility for purchase of backflow prevention devices will be as follows:

Category 3 (low risk) Single-Family Residential - Backflow device will be supplied by the City upon installation or replacement of meter.

Category 3 (low risk) Group Residential (i.e. Apartment Complexes, Commercial Buildings, Commercial Offices and Other Business-Type Situations) - Backflow device will be the financial responsibility of the customer, as will be, in some cases, the installation and annual testing of the devices.

Category 1 (high risk) and Category 2 (moderate risk) - Customers will be responsible for the purchase, installation and annual testing of their respective backflow prevention devices.

WATER AND SEWER MAIN EXTENSIONS

1. A water/sewer installation agreement between the city and the developer is required prior to extending any city water or sewer main in support of a development.
2. All roadway crossings shall be encased with 12" steel casing.
3. Utility Plans must be approved by the City Engineer and shall be on-site at all times.
4. Developer must submit a utility installation agreement letter stating that the Developer / Property Owner will install all applicable mains at his/her expense and will adhere to all City Standards, Specifications, and inspection requirements associated with the installation.
5. Developer must provide a two-year maintenance agreement accepting responsibility for all work associated with said utility mains.

6. No taps will be made on any new utility mains associated with the project until the utility work passes a final inspection by the City and as/built drawings have been submitted and approved.
7. No utility system shall be constructed, erected, altered, or repaired unless a certified utility manager or certified utility foreman who holds a current certification is present at the job site of such construction, erection, alteration, or repair of the utility system. Proof of such certification shall be provided to the City prior to the commencement of any utility work.
8. Curb and Gutter shall be installed prior to water mains being installed. No valves shall be located in the pavement or curb and gutter.
9. A pre-construction meeting with the developer, utility contractor, and the City of Carrollton shall be held prior to installation.
10. Water valves shall not be opened or closed without permission from the City of Carrollton.
11. All water and sewer main materials and installation shall be as per City of Carrollton standards and specifications.
12. All water service lines shall be installed at the locations shown on the approved plans.
13. Sanitary sewer main as-builts shall be provided to the City Engineer upon completion.
14. Contacts: Mike Green (770-830-2023) – pre-construction meeting/inspections.
Joe Kent (770-830-2021) – prior to charging water mains and testing.

RELOCATION OF UTILITIES

Any utility relocation to support a new development will be at the expense of the developer. This includes the relocation of private utilities in a city right-of-way. For more information, contact the City Engineer.

SEWER USE

Sewer use must be in compliance with Chapter 25, "Water and Sewers," of the City of Carrollton Code of Ordinances. All industrial pre-treatments must be permitted through the City Waste-Water Treatment Department. Grease traps shall be required on all commercial and industrial discharges containing potentially excessive amounts of oil, grease, flammable wastes, or floatable solids. Grit traps shall be required on all commercial and industrial discharges containing potentially excessive amounts of sand, grit, ash, or other harmful solids. All traps must be cleaned or replaced as often as necessary to maintain proper operation. All waste shall be disposed of in a manner not to endanger the safety, health, or general welfare of the public. For more information, contact the City Engineer.

***INSERT CURRENT
WATER / SEWER & GARBAGE RATE SHEET***

PAGE 1 OF 1

Chapter 6

ALCOHOLIC BEVERAGES

City of Carrollton Alcohol Beverage licenses are not transferable. If any licensee withdraws from, sells, or otherwise transfers the licensee's interest in a licensed business, a new application shall be made as for an original license.

Establishments selling alcoholic beverages will be located under the Planning & Zoning Ordinance of the City in a C-1, C-2, C-3, M-1, H-S, O-I Zoning District subject to the specific limitation of the respective districts. The number of licenses already granted for similar businesses within the City limits and in the trading area of the place for which a license is sought shall be considered a factor in the issuance of said license.

No alcohol establishment (*unless located in the Downtown Area, as defined in Section 6-57.1 of the Alcohol Ordinance*) shall be authorized whose location is within the following distances:

1. Any wine or malt beverages, whether packaged or for consumption on the premises, within 300 feet of any church building, school building, school grounds, or college campus;
2. Any consumption on the premises of distilled spirits within 300 feet of any church building or within 600 feet of any school building, educational building, school grounds, or college campus;
3. Any wine or malt beverages, whether packaged or for consumption on the premises within 300 feet of an alcoholic treatment center owned and operated by the State, Carroll County, or the City of Carrollton. In addition, no consumption on the premises license shall be issued for any place of business which is located within 200 feet of a private single-family or two-family dwelling. A copy of the entire Alcohol Ordinance is available upon request at City Hall.

(EXCERPT FROM ZONING ORDINANCE)

ARTICLE XI
OFF-STREET AUTOMOBILE PARKING AND LOADING & UNLOADING SPACES

Section 1100. Off-Street Automobile Parking and Loading and Unloading Spaces Required. Off-street automobile parking and loading and unloading spaces shall be provided, as specified in this Ordinance, for uses and structures hereafter established.

Any building or use that is subsequently enlarged shall meet the off-street parking and loading and unloading space requirements of this Ordinance for the original building plus the addition made.

Section 1101. Plan and Design Standards. The following are required plan and design standards for off-street parking and loading and unloading spaces.

1. **Required area for Each Parking Space.** Each automobile parking space shall be not less than nine feet wide and twenty feet deep. Adequate interior driveways shall connect each parking space with a public street.
2. **Interior Driveways.** Interior driveways when used with ninety-degree-angle parking shall be at least 24 feet wide; when used with sixty-degree-angle parking, at least eighteen feet wide. When used with parallel parking or when there is no parking, interior driveways shall be at least twelve feet wide for one-way traffic and at least twenty-four feet wide for two-way traffic.
3. **Surfacing, Drainage and Lighting.** All required off-street parking and loading and unloading areas shall be properly drained and paved to avoid water, dust, and mud problems. Off-street parking facilities for nonresidential development used at night shall be properly illuminated for the safety of pedestrians and vehicles and for policing. The lighting shall be designed so as not to reflect or cause glare in any residential district.
4. **Location of Required Off-Street Parking Spaces on Other Property.** If the required automobile off-street parking spaces cannot reasonably be provided on the same lot on which the principal use is conducted, such spaces may be provided on other off-street property lying not more than four hundred feet from the main entrance to the principal use. In this situation, the applicant shall submit, with his application for a building permit or occupancy permit, an instrument duly executed and acknowledged, which accepts as a condition for the issuance of a building permit or an occupancy permit, the permanent availability of such off-street parking facilities to serve his principal use.
5. **Sharing of Required Off-Street Parking Spaces.** One half of the off-street parking spaces required by a use whose peak attendance will be at night or on Sundays may be assigned to a use that will be closed at night or on Sundays.

Section 1102. Handicapped Parking. Parking lots servicing commercial, industrial and public buildings shall include level parking spaces at least twelve feet wide, identified by pavement markings and above-grade signs as being reserved for physically handicapped persons. One such space shall be provided in each twenty five spaces for the first one hundred spaces, and one additional handicapped space shall be provided for each additional one hundred spaces.

Section 1103. Extension of Parking Area into a Residential Zone. Any required parking lot may extend up to 120 feet into an area zoned residential; provided the parking area is contiguous,

meaning property lines abut, to a commercial, industrial, hospital service or office-institution district; and is separated from abutting properties in a residential district by a five foot wide planted buffer strip. Property shall not be considered “contiguous” if separated by the right-of-way of a street or railroad (unless the Board of Development Appeals shall grant a variance for the same under the power and authority to grant variances by this code). Such “contiguous” area shall at all times be owned by the property owner using the same.

Section 1104. Minimum Number of Off-Street Parking Spaces Required. The following are the minimum number of off-street parking spaces required. For uses not specifically listed, the off-street parking requirements shall be those of the most similar use.

1. Automobile Sales and Service. One space for each regular employee plus one space for each 250 square feet of floor area, plus spaces for inventory vehicles.
2. Banks and Professional Offices. One space for each 200 square feet of floor area.
3. Bed and Breakfast. One for the owner(s) and one for each guest room.
4. Beauty Parlors and Barber Shops. Two spaces for each operator.
5. Bowling Alley. Five spaces per alley plus requirements for any other use associated with the establishment, such as a restaurant.
6. Central City Residential. One space per 400 square feet of gross floor space.
7. Churches. One space for each four seats in main auditorium.
8. Convenience Stores. One space per each 200 square feet of gross floor space.
9. Dormitories. Three spaces for each four occupants.
10. Fraternity and Sorority Houses. Four times the minimum lawful number of resident members.
11. Funeral Parlors. One space for each four seats in the chapel plus space for each funeral vehicle.
12. Furniture and Appliance Stores. One space for each 500 square feet of showroom.
13. Gasoline Service Station. One space (in addition to service area) for each pump and three spaces for each grease rack or similar facility plus one space for each attendant.
14. Hospitals and Nursing Homes. One space for each four beds plus one space for each staff or visiting doctor plus one space for each employee on the largest shift.
15. Hotels, Motels and Tourist Courts. One space for each guest bedroom plus one space for each two employees on the largest shift.
16. Industrial Plants. One space for each two employees on the largest single shift plus one space for each company vehicle operating from the premises.
17. Kindergartens and Nursery Schools. One and one half (1½) space for each employee plus safe and convenient offstreet spaces for loading and unloading of students.
18. Lodges and Clubs. One space for each 100 square feet of assembly area, or one space for each ten members, whichever is larger.
19. Libraries and Similar Uses. One space for each 400 square feet of gross space to which the public has access.
20. Mobile Home Lots. Two spaces for each lot.
21. Offices. One space for each 300 square feet of floor space.
22. Personal Care Homes. One space for each three beds and one space per employee.
23. Places of Amusement or Assembly Without Fixed Seats. One space for each 200 square feet of floor space devoted to patron use.
24. Places of Public Assembly. One space for each four seats in the principal assembly room.
25. Residence. Two spaces for each dwelling unit.
26. Restaurants. One and one half space for each four seats provided for patron use.
27. Retail Business. One space for each 300 feet of gross floor area.
28. Rooming and Boarding Houses. One space for each bedroom.

29. Schools. One space for each employee, including teachers and staff member, plus off-street space for the safe and convenient loading and unloading of students, plus additional facilities for student parking taking into consideration the total number of students, the percentage of students driving automobiles and the parking requirements for stadium, gymnasium and auditorium use.
30. Wholesale and Warehousing. Two spaces for each employee plus one space for each company vehicle operating from the premises.

Section 1105. Off-Street Loading and Unloading Spaces. On every lot on which a business, trade or industry use is hereafter established, space shall be provided as herein indicated for the loading and unloading of vehicles off the public street or alley. Such spaces shall have access to an alley or, if there is no alley, to a street.

Minimum loading and unloading space requirements are:

1. Retail Business. One space of at least ten by thirty feet for each 3,000 square feet of gross floor area or fraction thereof.
2. Wholesale Business and Industry. One space of at least ten by sixty feet for each 10,000 square feet of gross floor area or fraction thereof.
3. Bus and Truck Terminals. Sufficient space to accommodate the maximum number of buses or trucks to be stored or to be loaded or unloaded at the terminal at any one time.
4. Automobile Sales. Sufficient spaces of at least ten by seventy feet for unloading of the maximum number of vehicle delivery trucks to be unloaded at any one time.

ARTICLE XII

PLANNED UNIT DEVELOPMENTS

Section 1200. Purpose of Planned Unit Developments. The purpose of Planned Unit Developments is to encourage the best possible site plans and building arrangements under a unified plan of development rather than under lot-by-lot regulation. The developer benefits from better land utilization, economy in the provision of roads and utilities and flexibility in design. The City gains the advantages of variety in building types, compatibility of uses and optimum community development. Review of the development plan by the Planning and Zoning Commission and formal approval by the Mayor and City Council provides an opportunity to assure that the development will be in harmony with the character of the neighborhood in which the development is located.

The Planned Unit Development is not intended to encourage greater density of development but rather to encourage ingenuity and resourcefulness in land planning. The Planned Unit Development is, furthermore, not intended to enhance the value of property for speculative purposes. Approval of a Planned Unit Development is therefore conditional, and if construction is not commenced within one year, and pursued in an orderly manner toward completion, the Mayor and City Council may upon written notice to the property owner, abolish the zoning or reduce the size of the tract to fit the scope of actual development. All Planned Unit Developments will be approved as a conditional use based upon detailed plans submitted. No changes to the approved plan may be made without review by the Planning Commission and approval by the Mayor and City Council.

Section 1201. Types of Planned Unit Developments. The following types of Planned Unit Developments are authorized by this Ordinance. Minimum sizes are as follows.

<u>TYPE OF DEVELOPMENT</u>	<u>MINIMUM ACREAGE</u>
1. Planned Residential Developments	5
2. Planned Commercial Centers	2
3. Planned Industrial Parks	5
4. Planned Office-Institutional Parks	2
5. Planned Townhouse Developments	1.5
6. Planned Mixed Use Development (Combinations of Residential, Commercial, Office-Institutional, Townhouse or Industrial uses)	5

AMENDMENT

Effective January, 1998

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF CARROLLTON AS FOLLOWS:

(a) **Display of street numbers required.** Every house, mobile home, apartment, business or other building having a street number assigned to it under the system of numbering in the City of Carrollton shall display such number in a readily visible manner and in compliance with the requirements of this section. Mobile home parks and apartment complexes shall also be required to have each individual pad, lot number or apartment displayed in a readily visible manner and in compliance with the requirements of this article. Said lot, pad or apartment numbers shall be in sequence unless directional signs are provided for number not in sequence.

(b) **Method of display.** Assigned street numbers may be affixed to the house, apartment, business or other building itself, provided that such house, apartment, business or other building is not more than fifty (50) feet from the curbline, pavement edge or edge of the travel way of the street in front of the house, apartment, business or other building, and the number is readily visible from the street by persons traveling along the street in each direction. Street numbers may also be placed on mail boxes or signs located on the premises in front of the house, apartment, business or other building, provided such signs are of a durable type and are located not more than fifty (50) feet from the curbline, pavement edge or edge of the travel way of the street in front of the property, and provided that the numbers on such sign shall be readily visible from the street by persons traveling along the street in each direction.

If the house, apartment, business or other building to be numbered is more than fifty (50) feet from the curb, pavement edge or edge of the travel way of the street in front of the property, or if for any reason a street number affixed to the building would not be readily visible from the street by persons traveling along the street in each direction, the street number shall not be displayed on the building, but must be displayed on a sign or mailbox complying with the requirements of this section.

(c) **Size, condition of numbers.** Street numbers affixed to buildings or signs shall be a minimum of four (4) inches in height. Those affixed to mail boxes in the manner specified in this article shall be a minimum of two (2) inches in height. All such signs shall be of a color contrasting to the background so as to be clearly visible. Street numbers and signs to which they are affixed shall be maintained at all times in good condition.

(d) **Duty of owner; violations.** The obligation of complying with the provisions of this section shall be upon the owner of the property. The property owner shall have ninety (90) days from the effective date of this Ordinance to comply with the provisions of same. If the provisions of this section shall be found to have been violated, notice shall be given to the owner of the property, or his agent, specifying the manner in which this section is being violated, and giving the owner thirty (30) days to bring the property into compliance. Each day a violation of this section continues after the expiration date of said thirty-day period shall constitute a separate offense and shall be punishable as provided by this Ordinance.

(e) **Responsibility for enforcement.** The responsibility for making the inspections provided for in this section, and for the enforcement of the provisions hereof, shall rest upon the Building Official and the agents and employees of such department are hereby authorized and empowered to make cases and issue summonses for violations. However, all law enforcement agencies providing services in the City of Carrollton are authorized to write warnings to the property owner in violation of this section. Any such warnings issued shall be forwarded to the Building Official for appropriate action.

(f) **Penalties.** Violators determined to be in violation of this Ordinance shall be subject to a fine of not less than \$100.00 per violation and any other penalties which may be imposed by law by the Municipal Court Judge of the City of Carrollton.

(g) **Effective date.** The effective date of this Ordinance shall be January 1, 1998.

Read and adopted this _____ day of _____ 19 _____.

ATTEST:

Jewell Mashburn, City Clerk

Joseph B. McGinnis, Sr., Mayor

CITY OF CARROLLTON

EROSION CONTROL VIOLATION FINE SCHEDULE

- Minimum penalty of \$250 per day for each violation involving the construction of a single-family dwelling by or under contract with the owner for his or her own occupancy, per State Law.
- Minimum penalty of \$1,000 per day for each violation involving land-disturbing activities other than owner occupied single-family residential, per State Law.

Violations exceeding the minimum state mandated penalties shall be as follows:

VIOLATION	FINES PER 24-HOUR PERIOD
Failure to meet minimum requirements or utilize best management practices	\$100 per infraction
Failure to minimize stripping of vegetation	\$200 per acre
Failure to minimize cut/fill operations	\$50 per vertical foot
Failure to comply with development plans pertaining to natural topography and soil type	\$500
Failure to retain and protect existing natural vegetation	\$200 per acre
Failure to minimize duration of exposure of disturbed area	\$200 per day over 30 days
Failure to stabilize disturbed soil	\$100
Failure to employ appropriate temporary vegetation/mulching	\$100
Failure to install permanent vegetation and structural erosion control violations	\$100
Failure to trap sedimentation run-off (sedimentation basins, silt fence, etc.)	\$1,000 for all development
Failure to protect cuts or fill slopes from surface water runoff	\$100 per infraction
Failure to prevent cut/fill areas from endangering adjoining property	\$500
Failure to prevent fills from encroaching upon natural or constructed watercourses	\$1,000
Failure to properly cross flowing streams with grading equipment	\$500 per crossing
Failure to comply with land-disturbing activity plans for sediment retention on-site	\$1,000
Land Disturbance within 25 feet of State Waters	\$1,000
Land Disturbance within 100 feet of Trout Waters	\$1,000
Failure to obtain Land Disturbance Permit	\$500 IMMEDIATE FINE

